

DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES



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EVALUATION COMMITTEE MEETING MINUTES IN-HOME SERVICES FY2007 – REGION II

A selection committee meeting to evaluate In-Home Services RFP proposals for Cascade County within Region II was held on Monday, September 18, 2006, in the conference room of Child and Family Services, 2300 12th Avenue South, Suite 211, Great Falls, Montana. The meeting came to order approximately at 1:00 p.m. and concluded approximately 3:45 p.m. This committee was composed of the Regional Administrator, three Child and Family Services supervisors, and two other Child and Family Services staff. In attendance were: Cory Costello, Vicki Leighland, Rod Huisman, Gary Johnson, Jeanne Harris, and Terri Bellusci. Marcia Dias, from the CFSD Central Office, facilitated the selection process.

Prior to the meeting each committee member scored each proposal submitted. Committee members scored proposals using a standard schedule provided by the Division, which set out maximum allowable points for each section of the proposal. At the meeting each proposal was discussed item by item. Using the consensus process these items were each given an overall, agreed-upon committee score. For each proposal total scores were calculated and the proposal receiving the highest score was to be offered the award.

There were two proposals submitted in response to this Request for Proposals and resulting scores were:

Center for Mental Health, Inc.	76.0 points
Youth Dynamics , Inc.	60.0 points

The Committee unanimously decided to award the contract to Center for Mental Health, Inc. in order for it to provide In-Home Services in Cascade County. However, the committee deliberated whether to award the entire amount to Center for Mental Health, Inc. or whether to award three-fourths of the funding to Center for Mental Health, Inc. and one fourth of the funding to Youth Dynamics, Inc. At the close of this meeting that had not been determined. Selection members decided to deliberate on this decision and Cory Costello would inform Marcia Dias at a later date regarding that decision.

On September 29, 2006, Cory Costello informed Marcia that the decision had been made to award the entire contract to Center for Mental Health, Inc., pending successful negotiations. Subsequent to that date, Cory Costello has worked with Center for Mental Health to clarify proposal items, primarily hourly rates, the staffing structure, and number of service hours per position.

Since agreement has been reached on these items a contract has been prepared for Center for Mental Health to provide In-Home Services in Cascade County.

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